

DD/ST# 832-69

SECRET

OSA-0101-69

Copy 1 of 1

2 January 1969

MEMORANDUM FOR: Records Management Officer, DDS&T

25X1A

ATTENTION: 

SUBJECT: Records Purge Quarterly Report for
Period 1 Oct - 31 Dec 1968


REFERENCE: DDS&T Memo dated 5 Nov 1968, Subject: Same
as above; (DDS&T-4299-68)

1. The following represents OSA progress for the Records
Purge for the period shown above:

a. approximately 28 cu. ft. of records were recalled
from the Records Center for review and possible purging.
(1) of these, 9 cu. ft. were transferred to other Agency
offices: Office of Security, 2 cu. ft.; OSP, 2 cu. ft.;
and DDS&T, 5 cu. ft. (2) 7 cu. ft. were returned to
Records Center for further storage and (3) the remainder
are being held by Records Center for destruction pending
memorandum from OSA explaining reasons therefore and/or
amendment of OSA Records Control Schedules.

b. 5 cu. ft. of new records were forwarded to the
Records Center for storage in line with the Records Control
schedule.

c. Responsible persons within the OSA organizational
units were designated to serve as points of contact for the
records purge and for records administration matters in
general.


OSA Records Purge Coordinator

25X1A

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HANDLE VIA
CONTROL SYSTEM